

Personnel

Education and Training
Programs

**Advanced Study
Program (ASP)**

PURPOSE:

- .01 The Advanced Study Program (ASP) provides a mechanism for graduate-level study in circumstances in which the attainment of an advanced degree by an employee will enhance Laboratory program objectives.

PROGRAM PARAMETERS:

- .02 The study program must be undertaken in residence at an accredited college or university in the United States. All costs associated with the program are borne by the sponsoring division.

ELIGIBILITY:

- .03 To be eligible, the candidate must:
- Be a current, regular full-time exempt employee with 36 months' continuous regular full-time employment immediately preceding the appointment.
 - Have a bachelor's degree and meet the entrance requirements of the school for a course of study culminating in a master's degree in the selected field.
 - Have, if pursuing a Ph.D. degree, a bachelor's degree plus approximately 2 years of graduate credits applicable to the field proposed for advanced study.
 - Have a definite and feasible plan for the graduate study.
 - State an intention to return to and remain at the Laboratory for a reasonable time after completion of the advanced training.

ASP application forms are available from the Human Resources Division.

APPROVALS:

- .04 The employee's group- and division-level managers must approve the proposed advanced study plan and request. The Human Resources Division validates that the eligibility requirements are met.

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LENGTH OF LEAVE:	.05	Advanced study leave will not exceed a total of 12 months, not necessarily consecutive. However, if an employee proposes to return temporarily to work status during the period of advanced study leave, this issue must be addressed in the leave request and approved in advance.
SECURITY CLEARANCE:	.06	Unless the Department of Energy (DOE) approves an exception, the DOE requires that an employee's security clearance be terminated when the employee is on Advanced Study Program leave for a continuous period of more than 90 calendar days.
LABORATORY SUPPORT:		
Salary:	.07	ASP appointees receive their full regular Laboratory salaries. Employees on ASP leave are eligible for increases and should receive the same consideration given regular full-time and part-time employees.
Travel/Household Goods Shipment:	.08	Family travel and household goods shipment to and from the place of study will be reimbursed according to official Laboratory travel policy. See the Laboratory's travel regulations or contact the Travel Team in the Chief Financial Officer (CFO) Division. The travel and household goods shipment must be accomplished close to the beginning and the end of the appointment.
Tuition Assistance:	.09	Appointees receive 100% reimbursement of tuition, books, and other fees assessed by the academic institution during the ASP appointment.
Other Financial Support:	.10	In addition to salary provided by the Laboratory, an ASP appointee may accept scholarship or fellowship stipends or salary for a part-time assistantship.
Benefits:	.11	An employee does not accrue vacation and sick leave during the ASP appointment. Employee contributions to retirement are withheld. The employee may retain any Laboratory insurance

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plans. Contact the Benefits Group in Human Resources Division for more information.

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| Return to Work: | .12 | At the end of the Advanced Study Program, the employee returns to the sponsoring division. The position may or may not be the same one the employee vacated. |
| REQUESTING PAYMENT: | .13 | The ASP participant must submit invoices or receipts to Human Resources Division to support requests for payment of tuition, fees, books, and other costs in a timely manner. |
| POINT OF CONTACT: | .14 | Contact the Human Resources Division Office for more information. |